

Documents sent to SFB as listed below, shall contain the following information:

1. **SFB Project No. XXXXXXXXX-XXXX-XXXX** (must appear in the title block of each construction document sheet, & spec. cover)
2. **Full School District Name & Address** (must appear in the title block of each construction document sheet, & spec. cover)
3. **New School grade level and a name** (must appear in the title block of each construction document sheet, & spec. cover)

The above SFB Format information shall appear on all Transmittals, E-mail, Letters, all Drawing Document Sheet's Title Block, Specifications Cover, all Letters and documents sent to SFB during the Project Construction Phase including Change Orders, and Request for Payment.

Note: The above requirement shall be typed or printed in like manner equal to other portions of each document. The printing of required SFB information by hand shall not be acceptable.

INSTRUCTION for ESTIMATE COVER SHEET and Required Document Submittals

The Basic (Construction) Cost for the project equals the total awarded new construction funding minus the following required SFB items and/or the optional District desired Alternate items.

Please refer to the SFB Cost Estimate Cover Sheet for formatting of this material.

1. **REQUIRED: SFB Construction Contingency:** The SFB requires a percentage of Basic (Construction) Cost Estimate to be set aside. Use 5% of Base Cost for construction up to 35,000 square feet and 3% above 35,000 square feet.
 - a. This contingency money can only be used for unknown and unforeseeable conditions such as Local permit authorities adding requirements, discovery of underground vaults or buried abandoned utilities; labor or material strike, etc. that occur after start of Construction. Release of this money requires review and approval for funding by the SFB District Liaisons.
 - b. All site-specific requirements and/or unforeseen site condition issues that fall over and above the formula amount for new schools would be paid for from the project construction contingency until consumed.
 - c. With SFB District Liaisons approval all remaining construction contingency funds can be used by the school district at the specific project site for a period of one year.
2. **REQUIRED: Architectural and Engineering, (A&E) Fees:** Includes all aspects of consultants necessary for new construction design including: Architect, Electrical Engineer, Mechanical and Plumbing Engineer, Structural Engineer, Civil Engineer, Landscape Architect, Kitchen Planner, Acoustical Consultant Engineer, etc.
 - a. Please refer to "Architectural Fee Guidelines" for the proper fee as a % of Base (Construction) Cost estimate.
3. **OPTIONAL: Other desired District Admin. Consultants, PM and/or Staff:** These services are not required by the SFB, however, and can only be used with approval of the Executive Director, to assist with the construction administrative tasks only (may not be used for PM Pre-Construction Fees), throughout the course of the project. The value of the budget for this item that can be funded by the SFB shall be a percentage of the Basic (Construction) Cost only, based on the following percentages:
 - a. 2½ % for the first \$1,000,000 of construction.
 - b. 1½ % for the next \$1,000,000 of construction or part thereof.
 - c. ½ % for the next \$6,000,000 of construction or part thereof.
 - d. ¼ % for the remaining amount of construction cost.

- 4. REQUIRED: Furniture, Fixtures & Equipment (FF&E):** @ 8% to 10% of Basic (Construction) Cost Estimate. The District is required to purchase all desks, tables, chairs, file cabinets, and 10 library books per student with these funds.

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|-----------------------------------|-------------------------------------|
| a. FF&E of 8.00% ----- grades K-6 | d. FF&E of 9.00% ----- grades 7-8 |
| b. FF&E of 8.25% ----- grades K-8 | e. FF&E of 10.00% ----- grades 9-12 |
| c. FF&E of 8.75% ----- grades 6-8 | |

- 5. REQUIRED: Computers:** SFB Guidelines require one computer be available for each 8 students (Multi-media computer is required along with Network Servers, Hubs, CRT, Printers, Software Programs, etc.).

- a. General estimated cost is at a minimum of \$1,000 per computer times the number of computers to equal the 1:8 ratio.
b. Note: Computer equipment installation of the following; conduit, cables-circuits wiring, receptacles, device outlet boxes, circuit shall be wire tagged to indicate the circuit or switch number, etc. are to be included in the Basic (Construction) Cost Estimate.

- 6. REQUIRED: Kitchen Equipment:** @ 3% or 2% of Basic (Construction) Cost Estimate as a minimum budget amount. The 3% of base cost "Full-Service" requirements may be waived for an addition to an existing school.

- a. 3% of Base (Construction) Cost Estimate for Full -Service Kitchen computation.
b. 2% of Base (Construction) Cost Estimate for Warming Kitchen of less than 1,000 sf.

- 7. REQUIRED: Survey, Permits, Advertising, Printing, Etc.:** An estimate for construction Survey, and Permits, Bid Advertising, Printing, and other Miscellaneous Costs is to be provided.

Note: Environmental site studies and original land survey are a part of the land purchase, and funded in land price.

- 8. REQUIRED: Testing:** Special Structural and Concrete Inspection, Geo-Tech Test and Inspection or other tests required by International Building Code (Uniform Building Code) are to be provided, budgeted and funded, as necessary, as part of the project cost.

- 9. REQUIRED SUBMITTAL TO SFB: New School Project - Required Construction Documents for SFB Review & Approval shall be as follows:** One Construction Document drawing copy set (of the following completed sheets and specification; refer to a. thru d. below) that has been Stamped (Sealed) and signed by the Architect of Record; and one Electronic CD (compact-disk) file copy of the same sheets in Autodesk R14 to 2004 formatted with bond files, and no "x-ref" attachments, for the following completed sheets:

- a. Floor Plans, (Area P-line @ all building exterior / interior wall lines; label as (Area P-lines Ext) and (Area P-lines Int.). List room names and square footage for each, in each room on floor plans)
b. Architectural: Site Plan, Exterior Elevations, Roof Plan, Building Sections w/ details, Kitchen Plans w/ Details, and Building and Room Finish Schedule.
c. Civil: Site Plan, shall show the following: Original (existing) Site Survey, New Rough Grading Plan; each plan or survey shall be documented on an individual drawing sheet; do not combine plans for SFB review.
d. One complete Set of Sealed Specifications (print form only) Architect, Mechanical/Plumbing Eng. and Electrical Eng. must seal/sign set.
e. Required to submit complete Construction Documents to governing authorities for Grading, Fire Marshal and Building Permit @ same time you submit to SFB
f. Submit required Certificate, signed by Superintendent, Architect and Engineers of Record, and in some cases as in project with CM @ Risk and Design / Build, will need the General Contractor signature.

g. Using a CM @ Risk or Design / Builder general contractor the following must be submitted:

- 1) CM @ Risk General Contractor
 - a. Copy of 'Standard Form of Agreement Between Owner and Construction Manager' where the CM is the Contractor.
 - b. Copy of 'Amendment No. 1' or Change Order that states or outlines the project & details construction documents and time allowed, and GMP = Guaranteed Maximum Price for construction.
- 2) Design / Builder General Contractor / Architect
 - a. Copy of 'Standard Form of Agreement Between Owner and Design / Builder' where Contractor and Architect have comprise to act parallel under one agreement; that states or outlines the project & details construction documents and time allowed for each phase, and GMP = Guaranteed Maximum Price for construction.

h. **REQUIRED PROJECT INFORMATION REQUIRED @ TIME OF APPLICATION SUBMITTAL:** (Please use the following form)

1) (List name, Full License No., Phone #, E-mail # of Architect & Engineers of Record to sign for this project, print in ink)

Name of Architect & Engineer or Record	Arizona full License No.	Ph. #	E-mail #
Architect			
Civil Engineer			
Structural Engineer			
Mechanical / Plumbing Engineer			
Electrical Engineer			

2) (List General Contractor or CM @ Risk, or Design / Builder, print in ink)

Firm Name	Arizona full License No.	Ph. #	E-mail #

3) (List general building materials as noted, print in ink)

Types of Roofing & Deck	
No. of Building Stories	
Exterior wall surface & Support structure	
Interior Load Bearing wall structure	
Mechanical HVAC systems type (s)	

Note: Refer to paragraph 12. below for final CD electronic PDF copy, Permanent Archive set of Sealed/Signed Construction Documents, requirements. "Provide a complete copy of Sealed & Signed Construction Documents for State Archive" that provides the State of Arizona with a final document set of state funded projects for future use by the State for among other things in funding and review of renewal projects. **All documents must be Sealed and Signed by the Registrant that prepared or under whose direct supervision each document was prepared within the category involved.** (Refer to Arizona Revised Statutes, Title 32, Chapter 1; 32-125. Seals for registrants; 32-130. Review of drawings, plans or design specifications by public agencies; 32-142. Public Work)

10. General SFB Staff Policy: Staff requires a minimum of **4 Weeks** prior to the SFB Board Meeting to review the project plans, specifications and budget. This review will be required to either establish or to change any district proposed bid criteria. Once the District plan is approved by the SFB, Districts shall not make any changes to the proposed bid or GMP criteria without additional SFB approval. If changes to bid or GMP documents are required, a complete re-submittal to staff and SFB Board is necessary.

- a. SFB approved construction square footage and the estimated budget shall be the criteria by which construction documents are reviewed by staff for bidding or GMP approval to receive SFB Funds.
- b. After the SFB has approved construction square footage with an estimated project budget, the District is 'locked' into these numbers.
- c. Any changes made by the District from the approved numbers without a re-review by staff and a reassessment of the project are not permitted.
- d. Districts may not receive bids or award contracts for less construction square footage than the original bid or GMP documents signified.

11. SFB Staff Recommendation to the School Facilities Board for Bid / GMP Approval shall take the following form: After analyzing the District's design and ADM projections, staff will usually recommend the District be approved to proceed with the final bid or accept the GMP = Guaranteed Maximum Price, for this project subject to the following:

- a. The construction award approval is subject to the project's final bid or GMP that includes all site-specific requirements; coming in at or below the SFB approved project budget amount (SFB fund amount) with a favorable bid review and authorization of this project by SFB Staff.
- b. (If Applicable) School District Board shall provide a Resolution that gives SFB assurance that the district has local funds in the amount to cover their portion over the SFB budget and that it is set aside and available exclusively for this project.
- c. (If Applicable) Fire Marshal's Certification that installed, SFB funded, Water Tank is adequate to provide fire protection at the listed school facility.
- d. The School District shall provide Staff a copy of the final Grading, Fire Marshal, and Building Permits as required / Authorized by the City, County, or other Local and/or State Building Department Authority.
- e. Provide final PDF (specification) copy, and PDF (document drawings) copy for Permanent Archive set of Signed & Sealed Construction Documents used to obtain the permit, placed on electronic compact disk = CD; refer to paragraph 12 below.
- f. The District shall acknowledge that all future changes to the construction contract shall require a signed Change Order authorized by the School District, Architect of Record, CM @ Risk (General Contractor) and submitted to the district's SFB Liaison for review / approval by the School Facilities Board, Prior to The Work Being Performed.

12. Please note that the following shall become part of the School District's requirement to receive SFB funding and be provided to the SFB Staff at the beginning of Project Construction: The Applicant agrees that any negotiations, agreements, and/or contracts between the Applicant and architect(s) for the design of the new school shall provide that the Board retains the right to full and complete CD electronic PDF copy (CD = electronic compact-disk) of the Sealed & Signed Construction Documents (drawings and specifications) used to obtain the building permits; for the following restricted purposes:

Note: All documents must be Sealed and Signed by the Registrant that prepared or under whose direct supervision each document was prepared within the category involved. (Refer to Arizona Revised Statutes, Title 32, Chapter 1; 32-125. Seals for registrants; 32-130. Review of drawings, plans or design specifications by public agencies; 32-142. Public Work)

- a. To provide a Permanent Archived set of Construction Documents for all State of Arizona funded school projects.
- b. To acknowledge Architects and their School Designs that where successfully funded by the State of Arizona School Facilities Board.
- c. To create a collection of promotional architectural designs for elementary, middle and high schools that will be available to other school districts to use as a school design resource; to acquaint school district with and to promote Arizona Architects that have previously designed successful school facilities.

It shall be unequivocally understood that other school districts cannot use the Applicant's design plans as their own as mandated by Code and Rules under the Arizona State Board of Technical Registration and copy right laws of Arizona.

Artistic representations that will be available to the general public and/or school districts, shall not contain confidential nor proprietary information, but shall include professional credit for the Architect and Engineers of the previously successful project.